

To manage your inventory in ImmuNet, please follow the steps below:

1. Click on **Inventory and Ordering** and then **Manage Inventory**;



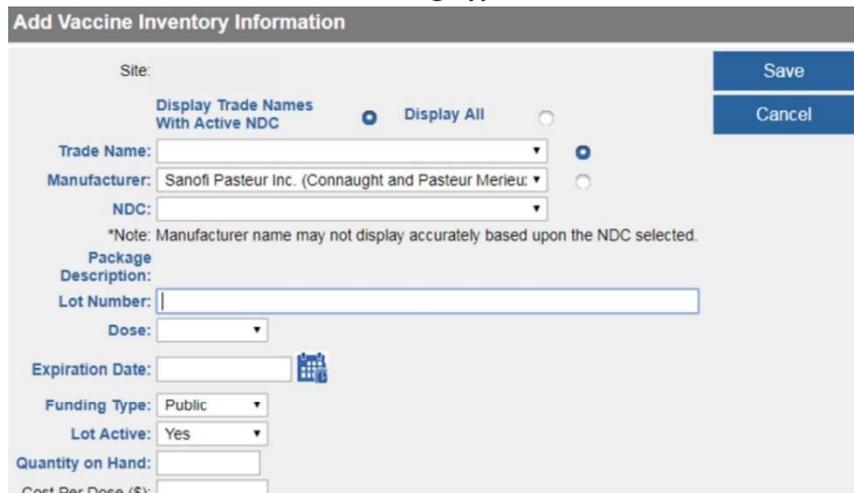
2. Click on **View Inventory**;



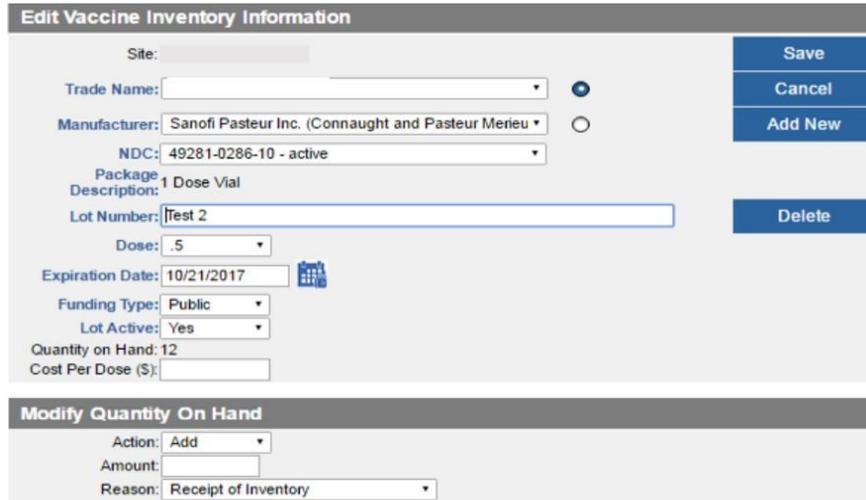
3. If the lot number is not on the list of vaccines you received, you can **Add Inventory**.



4. Add the **Trade Name, Manufacturer, NDC, Lot Number, Expiration Date, and Quantity on Hand**. The **Lot Active** field should be set to **'Yes'** and the **Funding Type** should be set to **'Public'** then click **Save**.



- To add any additional lot numbers, click **Add New**. Click **Cancel** to return to your inventory.



**Edit Vaccine Inventory Information**

Site:

Trade Name:

Manufacturer: Sanofi Pasteur Inc. (Connaught and Pasteur Merieu)

NDC: 49281-0286-10 - active

Package Description: 1 Dose Vial

Lot Number:

Dose: .5

Expiration Date: 10/21/2017

Funding Type: Public

Lot Active: Yes

Quantity on Hand: 12

Cost Per Dose (\$):

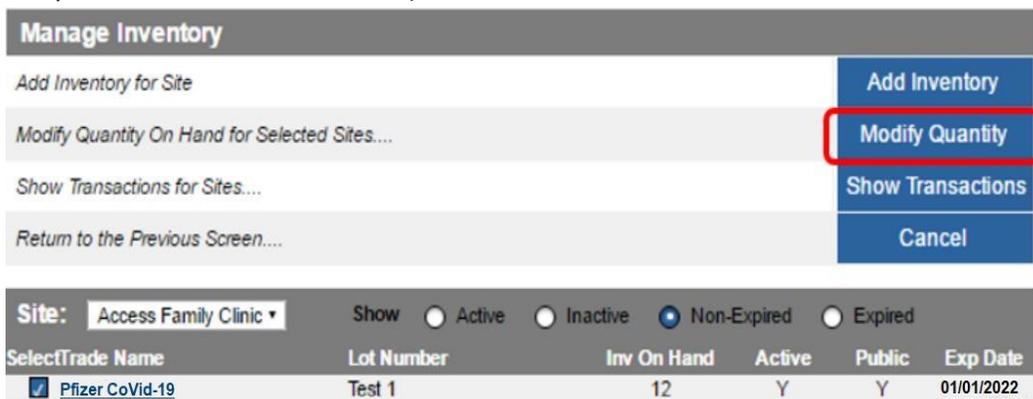
**Modify Quantity On Hand**

Action: Add

Amount:

Reason: Receipt of Inventory

- Your active inventory may show vaccine lots that you've already used. To deduct COVID-19 vaccines from your inventory, go to **'Inventory and Ordering'**, then **'Manage Inventory'**, click **'View Inventory'** then click the **Select** checkbox to the left of the Trade Name for each lot number you want to remove. Click **'Modify Quantity'** (or click directly on the blue Trade Name link).



**Manage Inventory**

Add Inventory for Site

Modify Quantity On Hand for Selected Sites....

Show Transactions for Sites....

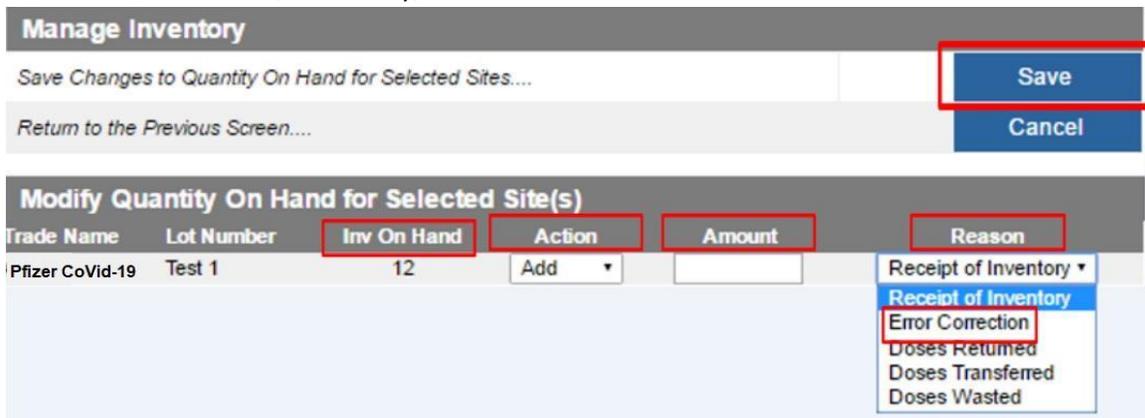
Return to the Previous Screen....

Site: Access Family Clinic

Show  Active  Inactive  Non-Expired  Expired

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input checked="" type="checkbox"/>	Pfizer CoVid-19	Test 1	12	Y	Y	01/01/2022

- For each line, select **'Subtract'** under **Action**, in **Amount** enter the number to be subtracted, select **'Error Correction'** under **Reason**, and finally, click **Save**.



**Manage Inventory**

Save Changes to Quantity On Hand for Selected Sites....

Return to the Previous Screen....

**Modify Quantity On Hand for Selected Site(s)**

Trade Name	Lot Number	Inv On Hand	Action	Amount	Reason
Pfizer CoVid-19	Test 1	12	Add	<input type="text"/>	<input type="text" value="Receipt of Inventory"/> <ul style="list-style-type: none"> <li>Receipt of Inventory</li> <li>Error Correction</li> <li>Doses Returned</li> <li>Doses Transferred</li> <li>Doses Wasted</li> </ul>

**\*To zero out inventory** - select **'Subtract'** under **Action**, in **Amount** enter the same number that is displayed under **Inv on Hand**, select **'Error Correction'** under **Reason**, and click **Save**.